



JOB ANNOUNCEMENT

“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: Vice President for Finance & Administration	ANNOUNCEMENT NUMBER: JA#002-24 POSITION STATUS: Permanent/Full-Time
SALARY: New Pay Grade: Q MINIMUM MAXIMUM Step 1A \$111,837 Step 2A \$116,378	OPENING DATE: January 17, 2024
DIVISION: FINANCE AND ADMINISTRATION	CLOSING DATE: January 31, 2024 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- Master's Degree from an accredited college or university in Business Administration with a concentration in financial management or closely related area; plus seven (7) years of progressively responsible experience in financial management, accounting, business financial administration, strategic planning and budgeting, or development and analysis of financial management systems; three (3) years of which shall be supervisory experience and four (4) years in education financial management work; or
- Certified Public Accountant (U.S. Certified) and a Bachelor's Degree from an accredited college or university in Business Administration with a concentration in accounting, financial management or closely related area; plus seven (7) years of progressively responsible experience in financial management, accounting, business financial administration, strategic planning and budgeting, or development and analysis of financial management systems; three (3) years of which shall be supervisory experience and four (4) years of experience in auditing an educational institution.

NATURE OF WORK IN THIS CLASS:

This is a management position within the administrative structure of a career and technical education institution. It is a twelve month service position reporting directly to the President. The Vice President for Finance and Administration is the Chief Financial and Business Officer of the College. The Vice President of Finance and Administration is a top-level manager who has the primary responsibility to provide leadership and direction in all matters related to Business, Finance and Administration.

ILLUSTRATIVE EXAMPLES OF WORK *(These example do not list all the duties which may be assigned; any one position may not include all the duties listed).*

The primary responsibilities of the Vice President for Finance and Administration are to analyze, interpret and manage the business, financial affairs and administration of the College and report the financial condition of the College to the President and Board of Trustees along with appropriate recommendations regarding all financial affairs of the College. Reporting directly to the Vice President for Finance and Administration are the Administrators for the following departments: Business Office, Student Financial Aid, Materials Management, Human Resources, Management Information Systems, and Environmental Health and Safety. Duties of the Vice President for Finance and Administration may include all or most of the following but are not limited to only those listed:

- Financial Accounting and Reporting
 - Development, operation and maintenance of the basic financial accounting and records systems.
 - Preparation of financial reports and analysis that inform the President, Board of Trustees and the College community of the financial status of the institution.

- **Fiscal Management**
 - Management of all financial operations of the College including design of the systems, preparation and presentation of financial reports, conduct of financial analyses, provision of appropriate controls and internal audits, billing, collection, calculation of indirect cost, rates, payment of invoices, etc.
 - Management and administration, within the College policy, of all college funds including auxiliary enterprises, service departments, student activities, etc.
 - Financial resource management, investment and strategy development for college funds and endowments.
 - Cash management.
 - Management of grant project finances.
 - Financial planning, budget development and management.
 - Coordinates college investments to ensure maximum return on investments in Certificate of Deposits and money market funds.
- **Business Management**
 - Purchasing goods and services.
 - Procurement management.
 - Inventory maintenance and control.
 - Auxiliary enterprises.
 - Develop and implement fiscal controls pertaining to business affairs.
 - Facility and liability insurance, including risk management.
- **Administration**
 - Recommends and executes plans for information technology to support and meet the College's objective based on research and evaluation from appropriate committees/group.
 - Directs the implementation and execution of new/upgraded information systems.
 - Responsible for the efficient delivery of support services such as photocopying, messenger services and telephonic communications.
- **Leadership and Policy Development** for financial planning, budgeting, accounting, human resources, information systems, procurement services, risk management, and environment health and safety programs.
- **Supervision, Evaluation and Training of Administrator and Staff.**
- **Maintain ongoing business and organizational relationship** with the appropriate officials and employees of federal, state, community, other educational institutions, and other business entities and organizations which have financial or legal relationships with the College.
- **Negotiates with external organizations and builds relations** with banks, bondholders and other sources of financial and financial services.
- **Establish operations standards** for cost control, waste reduction, quality, safety, and complete and on-time services/delivery.
- **Ensure that the College is in compliance** with federal and local law, rules and regulations, and Board policies in area of responsibilities.
- **Overall guidance to ensure safety and health** of all constituents within the College.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Effective planning and organization skills.

Ability to prioritize work, establish realistic time schedules and meet deadlines.

Knowledge of education financial management and recommends policies and procedures that ensure the college is in compliance with the funding requirements.

Maintain expertise in federal and state policies and regulations as they pertain to the community college.

Oversees contract management and is responsible for the maintenance of all documents related thereto.

Analyze, interpret, and apply detailed written policy and complex rules and regulations.

Ability to apply accounting and mathematical principles.

Knowledge and skill in the development and use of management information systems.

Knowledge, experience, and skill in establishing and operating computerized financial accounting management and reporting systems, including fixed assets and capital projects.

Oversees the timely preparation of the college's annual budgets, including the production of all related internal and external documentation, for review and approval, where applicable, by the Board of Trustees.

Ability to work effectively with a wide variety of people both individually and in groups including interpersonal relationship conflict resolution.

Ability to exercise independent judgment based on a thorough comprehension of pertinent policy, law, rules, and regulations.

Skills in clear and effective communication both oral and written.

Must be a strong financial planner, analyst and strategist.

Ability to make judgment regarding programs and financial accounting.

Ability to work effectively under pressure.

Ability to comprehend the impact of financial activities and the interrelationships between educational programs, program management and the availability and use of financial and personnel resources.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112/2113, Student Services & Administration Building, email us at hr@guamcc.edu or call (671) 735-5537.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY

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President

GCC is an equal opportunity provider and employer.

GUAMCOMMUNITYCOLLEGE

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